

CNFJ
SHORE ENERGY POLICY BOARD

ENERGY POLICY RECOMMENDATIONS TO THE
EXECUTIVE STEERING COMMITTEE
AUGUST 27, 2003

Endorsement:



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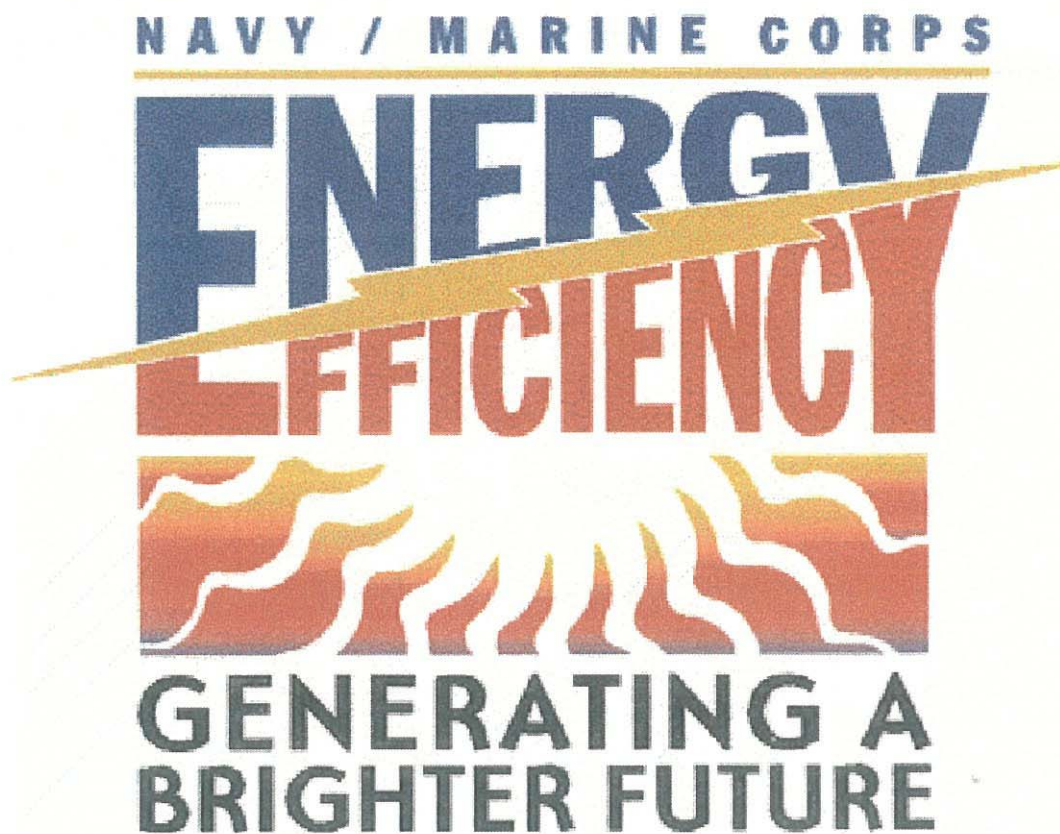


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BACKGROUND – SHORE ENERGY POLICY BOARD RECOMMENDATIONS

The CNFJ Shore Energy Business Plan requires the Shore Energy Policy Board to prepare an annual action plan. The Policy Board prepared an Executive Order 13123 Implementation Plan for FY04. The following policy recommendations were developed by the Board, and are being submitted to supplement and clarify the goals and strategies discussed in the Implementation Plan.

ENERGY POLICY RECOMMENDATIONS

1. ESTABLISH INSTALLATION ENERGY MANAGEMENT INTEGRATED PROCESS TEAMS (IPTs)

Commission IPTs at each Installation immediately. Using the Shore Energy Business Plan as a guide, develop IPT membership and function based on existing local management structures and Command philosophy. Direct IPTs to Execute tasks discussed in the FY04 Implementation Plan.

Provide High-level visibility and direction to gain and maintain IPT momentum at each Installation.

2. ESTABLISH BUILDING ENERGY MONITOR PROGRAMS

Establish a Building Energy Monitor (BEM) program at each Installation. Create the Program to best integrate into existing management structures at each Installation.

A Building Energy Monitor is an individual who is responsible for achieving the goals of the Energy Program within their designated building(s). Through these individuals, the IPT can realistically reach all employees and establish a well rooted energy conservation program. A Building Energy Monitor Program is designed to task individuals throughout the activity to be the energy conservation communicators, leaders, and motivators of fellow employees within their buildings. The BEM Program is a vehicle through which to reach all personnel.

Provide High-level visibility and direction to gain and maintain BEM Program momentum at each Installation.

3. NEX, MWR, DECA ENERGY POLICIES

Vending Machine Policy

A significant number of vending machines exist throughout CNFJ shore facilities. These machines, 1) consume electrical energy that is paid for out of each Installation budget, and 2) utilize Utility Cost Sharing funds from the Government of Japan. The estimated annual cost of vending machine operations at CFA Yokosuka alone is >\$188,000. Controls need to be put in place that allow management of these machines.

Issue a policy at each Installation that requires the approval of the IPT for any future vending machine installations, including replacements.

Reduce the number of vending machines during FY04 by 25% throughout all CNFJ Installations.

Reduce the number of vending machines during FY05 by an additional 25% throughout all CNFJ Installations.

General Energy Policy

The purpose of this policy is to fully integrate Non-appropriated fund (NAF) activities into Shore Energy Management.

Require the participation of NAF establishments in the Building Energy Monitor Program.

Direct IPTs to work with NAF establishments at each Installation to determine best energy conservation practices, such as securing equipment after business hours. IPTs and NAF establishments then develop an Energy Conservation Plan for each Installation that is integrated into NAF's daily business routine.

Direct the Shore Energy Policy Board to develop additional recommendations regarding NEX, MWR, DECA energy policies, including metering of all facilities, partial or full invoicing, or development of additional incentives for NAF establishments to reduce energy consumption at their facilities.

4. DEVELOP METRICS TO MEASURE THE SUCCESS OF THE SHORE ENERGY BUSINESS PLAN

Total energy and water cost metrics are currently being developed by the Utility Business Line. One metric is the comparison of FY03 4th Quarter energy consumption compared to the same period in FY02, for all CNFJ Installations. This relates to the CNFJ challenge of 1% reduction during summer 2003.

Direct IPTs to provide recommendations to the Shore Energy Policy Board on metrics to measure the success of their implementation of energy policy.

Direct the Shore Energy Policy Board to provide recommendations for CNFJ area-wide metrics to measure the success of the Shore Energy Business Plan. Provide recommendations in the mid-year FY04 Shore Energy Policy Board report.

5. ENERGY AWARENESS WEEK

Energy Awareness Week is typically held during October. Significant energy consumption occurs at different times of the year depending on the location of the CNFJ Installation.

The consensus of the Shore Energy Policy Board was to have Energy Awareness Week during the period prior to the cooling season, with the exception of NAF Misawa.

Direct IPTs to develop and organize Energy Awareness Week events, and select the optimum timeframe at each Installation. Report the plan and activities to the Shore Energy Policy Board.

6. RECOGNITION, AWARDS, INCENTIVES

Since the Shore Energy Business Plan was just signed, and the program is just starting, it is difficult to detail at the start of the program exactly what awards and recognition we will have. Recognition, awards or incentives are a critical aspect of successful Shore Energy Conservation.

Direct IPTs to provide recommendations to the Shore Energy Policy Board for recognition, awards and incentives related to its implementation of CNFJ Energy Policy. Recommendations will be forwarded to the ESC in the mid-year FY04 Shore Energy Policy Board report.

7. INFORMATION TECHNOLOGY (IT) EQUIPMENT

Direct IPTs to work with IT organizations at each Installation to develop energy conservation policies and practices. Actions may include checking and setting the Power Down features of all IT equipment at each Installation. IPTs report actions to the Shore Energy Policy Board.